

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-004

OPENING DATE: 9 January 2004

CLOSING DATE: 9 February 2004

ANTICIPATED FILL DATE: 14 March 04

POSITION TITLE AND NUMBER

Staff Accountant, PDCN 70371C/E  
MD #: 1523-401

UNIT/ACTIVITY AND DUTY LOCATION

United States Property and Fiscal Office  
(USPFO), NCARNG  
Raleigh, North Carolina

GRADE AND SALARY (Includes Pay Adj of 10.09%)

GS-0510-11 \$48,022.00 - \$62,429.00 per annum

GS-0510-09 \$39,690.00 - \$51,599.00 (Trainee) per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

NOTE: All applicants must meet the below listed basic requirements (A or B) to be qualified at the GS-09 level. A college transcript must be attached to the application certifying college credits.

**BASIC REQUIREMENTS:** A. Degree: accounting or related field such as business administration, finance, or public administration that includes or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. B. Combination of education and experience – at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. Applicant's background must also include at least one of the following: 1. 24 semester hours in accounting or auditing courses of appropriate type and quality which can include up to 6 hours of business law. 2. A certificate as Certified Public Accountant or a Certified Internal Auditor obtained through written examination. OR 3. Completion of a degree with substantial course work in accounting but does not satisfy 24 semester hour requirement provided that a) applicant has successfully demonstrated the ability to perform work of the GS-11 or higher grade level in accounting; b) a panel of at least two higher level professional accountants have determined that applicant has demonstrated a good knowledge of accounting that is equal in breadth, depth, currency and level of advancement which is normally associated with completion of the 4 year course of study ; and c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

**QUALIFICATION REQUIREMENT:** In addition to the basic requirement, applicant must have 36 months specialized experience for GS-11, 24 months specialized experience for GS-09 which demonstrates that the applicant has acquired the below listed KSA's.

**KNOWLEDGE, SKILLS ABILITIES (KSA'S)**

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. A professional knowledge of the theories, practices, and concepts of accounting and the skill to apply this knowledge to perform special studies, reviews, and internal examinations of all fiscal accounting operations and systems in the state ARNG.
2. Knowledge of the Army Comptroller General's standard principles and practices required to gather, assemble, consolidate, and analyze facts and draw conclusions.
3. Knowledge of management principles and techniques to include a knowledge of written and oral communications necessary to document and report facts and conclusions gathered during the review process.
4. Knowledge of computer systems and how all established financial applications are utilized in order to gather and analyze facts and provide advice to management.

**CONDITION OF EMPLOYMENT:** 1. Occupants of this position must maintain continuous military membership in the North Carolina Army or Air National Guard (NCARNG/NCANG). NCARNG/NCANG status (military grade, MTOE or TDA assignment, MOS/AFSC/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS/AFSC in the NCARNG/NCANG shown under Military Assignment on this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved for appointment until the appropriate physical examination is completed.

**MILITARY ASSIGNMENT:** Assignment to a compatible Officer or/Enlisted position in the NCARNG is mandatory. (O: - 45A; Enl: 73C/D/Z)

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:** This position is located in the US Property and Fiscal Office (USPFO), Resources Management Division, Administrative Section. Its purpose is to serve as a Staff Accountant. The position is responsible for performing detailed review and analysis of established procedures to ensure that the administration and operation of financial control systems, to include budget, accounting, payroll, accounts payable, and travel are in compliance with established statutory requirements, regulations, directives, and policies. Plans, coordinates, and performs comprehensive reviews, special studies, and selected internal examination of USPFO functions pertaining to Budget Activity, General Ledger Accounting, Military and Civilian Pay, Accounts Payable, and Travel (military, civilian and dependent). Identifies such problems/weaknesses as document flow and controls, inaccurate records and reports, regulatory guidance, and correctness of payment and accounting for public funds. Analyzes and evaluates findings, determines types of corrective/improvement actions needed, and develops formal reports for submission to the Financial Manager. Recommends changes to procedures and practices covering all functional areas, additional training, and changes in the utilization of resources. Reviews and analyzes a wide variety of reports received (AAA, DA, GAO, IG, NGB, USAFAC, and USPFO Analysis and Internal Review Division). Based on this analysis, advises the Financial Manager of actions required or recommended. Discusses system of procedural problems and areas of potential improvement with various systems personnel. In coordination with these individuals, provides technician advice and assistance to the Financial Manager and USPFO in internal matters involving statutory provisions, regulatory requirements, procedures, systems, or problems arising from change in mission, programs, or organizational structure. Monitors the implementation of approved and directed procedural changes. Evaluates proposed regulatory changes and employee suggestions referred by the Financial Manager or USPFO and provides comments and recommendations. Confers with funds managers or their representatives to resolve problems attributed to financial functions under the jurisdiction of the Resource Management Division of the USPFO. Confers with representatives of higher headquarters or other agencies to: coordinate scheduled assistance visits; furnish requested data or information concerning completed or ongoing local reviews or projects; respond to questions; provide on-site assistance; discuss identified but not fully resolved problems/weaknesses; and obtain additional information to accomplish required/recommended actions and/or future program efforts. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:**

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Relocation expenses for current federal employees may not be paid. Applicants will be advised in writing at the interview. 3. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

**DISTRIBUTION:**

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1